Agenda for October 17 – Media Techs

* Need to clarify who is handling receiving and distribution at each school site:

Turtle Rock and Deerfield have not used Destiny with Textbooks or consumables  
Not clear if person receiving and distributing is using Destiny, if not, then inventory inaccurate.

* Need to have standardized order list that can be used as packing slip for all elementary textbooks/consumables
* Need to have How-to for receiving materials from warehouse (clarify with Mark)
* Need How-to for setting up class and for setting loan period policies in textbook
* Need to clarify with Mark what’s happening with the errors in the warehouse..too many see list from Canyon View and Alderwood. Boxes being sent with wrong materials inside.
* Group agreed to K-3 checkout to classroom and grades 4-6 to student
* Group wants to have students return all materials at exit school and checkout new materials at transfer school so that only students, not materials, are transferring within the district.
* RTI soft cover materials to be checked out to classroom ( but if keeping for homework..what to do?)
* Calendar items for future:
* November: split groups
  + Library: revisit textbooks, Book choices, programming ideas
  + Computer: start large group tech skills discussion (leads Sarah Sukhov, Kerry Rubel, Laura Murphy and Pat Haxby)
* December
  + Lan School by Kris Linville for all
* February: start end-of-year-procedure discussion /inventory
* March April ?
* May: Last Library Meeting
* PLC in June after the inventory to discuss /tweak process for next year? Review how to start the year?